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Meeting 2013-01-08

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Governors State University

Civil Service Senate

Minutes

Tuesday, January 8, 2013

11:00 a.m. – Room D1496

Meeting was called to order at 11:14 a.m. by Laura Owens. Roll call was done by Lynne Clayton.

	Present	Excused	Absent		Present	Excused	Absent
Lynne Clayton (2014)	X			Nancy McDaniel (2013)		X	
Paula Cosenza (2014)	X			Eric Nicholson (2014)		X	
Andrea Dal Polo (2014)	X			Laura Owens (2013)	X		
Joyce Giroux (2013)			X	Gina Ragland (2014)	X		
Adrienne Gray (2013)	X			Latonia Richmond (2013)		X	
Shelina Jenkins (2014)		X		Raquel Rios-Aguirre (2014)	X		
Shawn Jones (2013)		X		Kelly Robinson (2014)		X	
Sheryl Jones-Harper (2014)	X			Mary Rothenberg (2013)	X		
Sandi Kawanna (2014)		X		Karen Sinwelski (2013)		X	
Marlene Lees (2013)	X			Scott Smith (2013)			X

Guests: Julia Jamieson, Deb Sbarchario, Tamika Scott, Aurelio Valente

Approval of Minutes: There was no quorum, so approval of the minutes for both October and November will be rolled over to our meeting in February.

Committee Reports:

1. **Governance Committee** – Eric Nicholson – Eric was excused today. However, Deb Sbarchario sat in on the meeting and is mulling over whether or not to join the Senate. She will let us know in a few days.
2. **Employee of the Month** – Interim Chair, Shelina Jenkins – No report at this time.
3. **EAC Report** – Maureen Bendoraitis – None at this time.
4. **Financial Report** – Shelina Jenkins – No report at this time.
5. **Educational Assistance Fund Report** –Lynne Clayton – Lynne informed the senate that the Spring 2013 deadline is February 28, 2013. Also, this semester the Senate will give out 4 \$250.00 awards. HR requested that the application be available on the Portal, so Lynne asked for assistance from the Senators. It was suggested that she contact Karen Stuenkel. Laura Owens requested an electronic copy so that she could post it on our website.

6. **Newsletter** – Marlene Lees – The December newsletter is ready to go out. Marlene plans to schedule time with both Kelly Robinson and Shelina Jenkins to train them on how to create the newsletter. The possibility of forming a Newsletter Committee so that no one individual is responsible for the whole thing was discussed. Further conversations on this will be added to future meetings.
7. **Affairs Committee** – Andrea Dal Polo and Lynne Clayton
 - a. December – Civil Service Day – December 5. Feedback from the event has suggested that we create two lines to check in for their meal ticket. It was also suggested that we offer the tickets before the event, as well as before the 10:00 am program, this will allow the early birds to get theirs and avoid the clog at check-in right at lunch. It was also suggested to hand out three white elephant raffle tickets per person to allow them more probabilities to win, as well as put a sticker or some other kind of event under each table so that the poinsettias are not part of the white elephant raffle. Other issues included the 50/50 Raffle – which upstairs made it clear is NOT ALLOWED as it is perceived as a form of gambling. Someone suggested that we approach Mark Kundla to put together a “Best of Civil Service Day” video which incorporates the past few years of shows to be broadcast during lunch.
 - b. Valentine’s Day Carnation Sale – Thursday, February 14th – The Affairs Committee will meet to discuss the logistics of the event and name a chair person to coordinate the whole day.
 - c. March 14th – Andrea Dal Polo suggested we have a Slice of “Pi” Day on Thursday, March 14th. It will be similar to a bake sale, but will only offer slices of pie. Someone suggested that we market to the supervisors to purchase whole pies to share with their departments. The Affairs Committee will discuss at their next meeting and let the full senate know of their decisions or suggestions.
 - d. Zumba Fund Raiser – as February is healthy heart month, Andrea suggested that we have a “Healthy Heart Day” in February which would include blood pressure screenings, etc. culminating in a Zumba class in the early part of the evening. Someone else also threw out the idea of an “Exercise A Thon” as a possible fund raiser. Again, the Affairs Committee will discuss and rough out an action plan on how to proceed on both or either ideas.

New Business: Guests Aurelio Valente and Tamike Scott, from the office of the Dean of Students, introduced to the Senate their new Student Concerns Program. The program is designed to ensure timely outreach to students that are believed to be in distress or acting in a manner of concern, and then connect them to resources that best suit these concerns. The program will depend on referrals from both staff and faculty to identify students who might benefit from proactive outreach and assistance.

Faculty and staff are encouraged to report behaviors or concerns of any GSU student by using the Student Concerns Program online form to identify students and describe their area of concern(s) such as public outbursts, sporadic classroom attendance, disruptive classroom behavior, distressed writings or changes in behavior, appearance or personal habits, just to name a few. Completed "Student Concern" forms will then be sent to the office of the Dean of Students. Reports will be tracked for themes, repetition and increased concern(s).

It has been brought to Laura Owens attention that a number of employee start dates in the Datatel System are wrong. These need to be corrected, as start dates are instrumental to all employee benefits. She will contact HR to make sure the start dates are correct for all employees. She encouraged us all to check our information and should we find any discrepancies to either inform her or HR as quickly as possible. She will also broach HR on a request that "Position Filled" letters or emails be regularly sent out to all candidates who have interviewed.

Old Business: Laura let the Senate know that Kelly Robinson has completed her review of the cost comparisons of most civil service position lines. Laura will take the 3-5% lower lines to HR for further process and review, with hopefully a recommendation from HR to the administration that salaries for those positions should be raised to be in line with like positions in the area.

Adjournment: Since there was no quorum to adjourn, meeting was ended at 12:02 pm